



Australian Government
National Capital Authority

Candidate Information Pack

Senior HR Officer

APS6

Full time



Senior HR Officer

Vacancy Details	
Classification	APS 6
Salary	\$99,734 - \$111,701
Branch	Operations
Section	Corporate Services
Location	National Capital Exhibition, Parkes
Security Clearance	Baseline
Employment Status	Ongoing/ Fulltime
Contact Officer	Katrin Wenn
Applications Close	11.59pm, 8 October 2026

ABOUT THE NATIONAL CAPITAL AUTHORITY

The National Capital Authority (NCA) is established under the *Australian Capital Territory (Planning and Land Management) Act 1988* (the PALM Act). The NCA is a non-corporate Australian Government agency within the Infrastructure, Transport, Regional Development, Communications and the Arts portfolio. As of 30 June 2024, the NCA was accountable to the Minister for Regional Development, Local Government and Territories, being the Minister responsible for administering the PALM Act.

The NCA performs the role of trustee of the National Capital and in this capacity serves the interests of the Australian Government, and the nation and its people. In short, the NCA is responsible for:

- shaping the National Capital into the future;
- managing and enhancing the nationally significant parts of Canberra; and,
- fostering awareness of Canberra as Australia's National Capital.

THE ROLE

As the APS 6 Senior Officer, Human Resources, you will have well-developed organisational skills, strong attention to detail and a sound analytical ability. You will be a team player with strong oral and written communication skills, and the ability to foster relationships to deliver high quality advice and support to stakeholders. In addition, you will be innovative, a problem-solver and committed to delivering exceptional service to the agency.

THE TEAM

Working within a small team you will complete all Human Resources functions for the National Capital Authority. This includes recruitment, pay services, workforce planning, learning and development, managing performance and conduct and providing accurate and specialised HR advice.

KEY DUTIES

Under limited direction duties may include:

1. Providing accurate and specialised HR advice on complex people matters as well as HR departmental policies and procedures. This will require maintaining a well-developed understanding of relevant legislation and policy frameworks.
2. Assisting in the development and implementation of HR projects, policies, processes, guidance material, key business improvements and strategies relating to the delivery of HR services.

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3. Make decisions and communicate effectively, using sound judgement and expertise, while adhering to legislation, regulations, best practices, and relevant operating instructions or procedures.
 4. Manage payroll variation submissions and trial pay processing.
 5. Administer recruitment activities – for example, place job ads, respond to job applicants, support selection panels, and arrange new starter paperwork.
 6. Undertake staff inductions and coordinate other new starter processes as required.
 7. Reviewing and updating HR policies in line with legislation changes, best practice and business improvements.
 8. Manage status reports for HR, and for other reporting requirement as requested, such as staffing and establishment reporting, exit survey collation and organisational structure charts.
 9. Contribute to annual work plan deliverables, projects, and the continuous improvement of business processes. This may include researching better practice, legislation, and government policy.
 10. Assist with the management of outsourced service provider arrangements including but not limited to payroll and Employee Assistance Program.
 11. Assist with the provision of human resource reports. These may include staffing, establishments, and contributions to the annual report, State of the Service, questions on notice, and NCA committee papers as required.
 12. Assist with leave audits and other compliance functions as required.
 13. Participate as a constructive member of the National Capital Authority and provide reasonable support with wider Branch functions.

SELECTION CRITERIA

1. Ability to work with legislation, policy, and corporate documentation to support decision making in human resource matters.
2. Ability to administer payroll with attention to detail and within policy guidelines.

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3. Demonstrated high level of written and oral communication skills.
 4. Ability to work with competing priorities under tight timeframes.
 5. Critical thinking skills with the ability to contribute to change and process improvements.
 6. Ability to work in a small team environment and contribute positively to the workgroup, including taking initiative appropriate to your work level.
 7. Knowledge of human resources in the APS context or wide experience in human resources that could be applied in this context.

ELIGIBILITY

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS). All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s will be required to obtain and maintain a Baseline security clearance. The successful applicant/s must be willing to share all relevant and required information.

HOW TO APPLY

To apply for the role, please email Recruitment@nca.gov.au the following documents:

- A written application (500 - 800 written response) outlining relevant skills and experience against the selection criteria found in the Job Description.
- A current resume
- The names and contact information of two referees
- A completed application coversheet

National Capital Authority

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